

ADMINISTRATIVE - INTERNAL USE ONLY

ADPP 162-81

31 July 1981

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MEMORANDUM FOR: Associate Deputy Director for Processing, ODP

FROM:

AD/PP/OF

SUBJECT:

"Non-Office Space" Survey

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Attached are the two (2) documents (current listing and projected 1987) requested in [redacted] memorandum dated 9 July 1981.

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If you should have any questions please contact the undersigned on [redacted]

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Office of Finance

Listing of Current (July 1982) Non-Office Space Used

<u>Dedicated Rooms:</u>	<u>Room</u>	<u>Sq. Ft.</u>	<u>Use</u>
Hqs	6E29/07	510	*Vault-cash & assets
Key	1200	405	Conf. Room
Key	713A	100	Storage & Files
Key	712C	310	*Vault-cash & assets
Key	702A	350	Machine Room
Key	503A	150	Conf. Room
Key	616/606	2480	Registry
<u>Portion of Office Space:</u>			
Key	615	200	Library

*The vaults are specially reinforced areas with special thick safe vault doors. It is assumed that we would continue to need two (2) vaults if the main Office of Finance is located in a location other than the main Headquarters building.

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Listing of Non-Office Space Requirements for FY-87

<u>Type of Room</u>	<u>No.</u>	<u>Sq. Ft.</u>
Vault-special	2	800 ⁰
Conf. Rooms	3	800 ⁰
Registry	1	2,000 ⁰
Computer Terminal*	5	1,500 ⁰
Library	1	200 ⁰
Training Room	1	300 ⁰
		<u>5,600</u>

CL ~~X~~ *could*

*Includes 350 sq. ft. of space for machines that support computer output (collator and envelope stuffer).